

The Project Estimate Quality Assurance Report form (PDM Figure 1-02.8) has been revised. The new form is shown on the next three pages. It is also available as a Word form in the folder “DE-Scoping.”

County _____ Route _____ Job Number _____

Project Estimate Quality Assurance Report

Currently Programmed in STIP (Select One):

PE Only ☐ Right of Way ☐ Construction ☐

Project Development Stage (Select One):

Project Initialization ☐
Conceptual Plan/Environmental Document ☐
Preliminary Plan ☐
Right of Way Plan ☐
Contract Plans ☐

1. Has an estimate for the current milestone including the annual estimate been made?

☐ Yes ☐ No

Comments: _____

Recommendations: _____

2. Does the file contain or describe the following (Please indicate):

<input type="checkbox"/> Assumptions made	<input type="checkbox"/> PATS Forms (all prior)
<input type="checkbox"/> Aerial or map	<input type="checkbox"/> Scope of work
<input type="checkbox"/> Design criteria	<input type="checkbox"/> As-built plan
<input type="checkbox"/> Other documentation to clearly define the project	

Comments: _____

Recommendations: _____

3. Does the file contain a copy or reference to the source of unit cost or cost per mile used for the estimate?

☐ Yes ☐ No

Comments: _____

Recommendations: _____

4. A copy of the current approved or final PATS form that matches the STIP and the current estimate is filed.

☐ Yes ☐ No

Comments: _____

Recommendations: _____

5. Documentation for the right of way estimate is provided, including right of way Cost Estimate Transmittal. (Form 3-3.3.3c)

☐ Yes ☐ No ☐ N/A

Comments: _____

Recommendations: _____

6. Documentation for the grading and drainage costs is provided.

☐ Yes ☐ No ☐ NA

Comments: _____

Recommendations: _____

7. Documentation for the base and surfacing costs are provided.

☐ Yes ☐ No ☐ NA

Comments: _____

Recommendations: _____

8. Documentation for the bridge costs is provided and correct.

☐ Yes ☐ No ☐ NA

Comments: _____

Recommendations: _____

9. Documentation for the miscellaneous costs is provided.

☐ Yes ☐ No ☐ NA

Comments: _____

Recommendations: _____

10. Documentation for the utility estimate is provided and correct.

☐ Yes ☐ No ☐ NA

Comments: _____

Recommendations: _____

11. Documentation for the P.E. costs is provided and correct.

☐ Yes ☐ No ☐ NA

Comments: _____

Recommendations: _____

12. Documentation of the project purpose and need, project scope and assumptions have been made and are accounted for in the estimate.

☐ Yes ☐ No

Comments: _____

Recommendations: _____

13. Documentation of the traffic handling and construction incentives have been made and are accounted for in the estimate.

☐ Yes ☐ No

Comments: _____

Recommendations: _____

14. Does the estimate appear to be reasonable and accurate?

☐ Yes ☐ No

Comments: _____

Recommendations: _____

15. Have the changes of the cost estimate been documented and reviewed by the project manager?

☐ Yes ☐ No

Comments: _____

Recommendations: _____

Signatures:

	Name	Signature	Date
Quality Assurance Reviewer:	_____	_____	_____
Additional Reviewer:	_____	_____	_____
Additional Reviewer:	_____	_____	_____